Jack Jackter Intermediate School
2024/2025 Administrator Assignments

	Elise Butson Principal	Jennifer Reynolds Assistant Principal
Assignment	+Budget +State and local reports +Parent & Community communications +School Improvement Plan/Professional Development +Staff Assignments +JJIS Team Leaders +PTO liaison +Point person for PPTs and STARS ½ grade 3, grade 4 +Custodial/Building Maintenance +Field Trips +AM Parent drop/PM Busses +Drills and Emergency Protocols +Student Discipline support +Hiring and onboarding of new staff +Staff assignments and coverages	+Testing coordination +PTO liaison +Master Schedule +Student Discipline lead +Point person for PPTs, STARS: ½ grade 3 and grade 5 +Building use +School Improvement Plan/Professional Development +AM Busses/PM Parent pick up +Staff duties and lunch schedules +Drills and Emergency Protocols +Hiring and onboarding of new staff +PowerSchool and website liaison
Evaluation	+Assistant Principal +½ grade 3 teachers +Grade 4 classroom and special education +Acceleration Specialist +Unique special ed cohorts +SLP +Math department +LMC/Technology +Band/Phys Ed/Health +Office and Security +Substitute Teachers	+Para support and evaluation +½ grade 3 teachers +Grade 4 classroom and special education +Art/General Music +Reading Department
Committee Leadership	+JJIS SHARE Committee +JJIS School Crisis Team +JJIS School Leadership Team +CPS Professional Growth and Development +CPS Student Wellness Committee +JJIS Wellness Committee +CPS Safety and Security Committee +CPS T.I.P Co-chair	+JJIS Technology Committee +JJIS Veterans Day Ceremony +JJIS School Leadership Team +CPS Digital Conversion Team +CPS Health and Safety Committee +CPS TEAM Coordinating Committee +CPS ML Committee